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SUGGESTED PROCEDURE FOR NATIONAL 4-H ACHIEVEMENT DAY PROGRAM

Objective:

- A. To secure records from every club member possible, including those who enrolled during the 4-H Mobilization Drive.
- B. To recognize the achievements of all club members and leaders who have made a contribution to the war effort.
- C. To give all members a feeling of responsibility and to impress upon them the importance of carrying through their 4-H activities, especially those who enrolled during 4-H Mobilization Week.

1. The Plan or Procedure for Securing Records:

- a. Secure victory report form from every boy and girl showing their contribution to the war effort. It is suggested that one full meeting in October be devoted to filling in the record forms. This is not to interfere or conflict with the regular project record books of club members.

2. The Organization of the Program:

- 1) Call a meeting of your 4-H County Council and the County Workers' Council, if necessary, and present to this group the information concerning the National Achievement Week and the collection of records, et Cetera.
- 2) Distribute material and information to the council members and arrange a definite schedule of meetings for the various clubs in the county for the meetings to be conducted.
- 3) If feasible, present the plan to the school principals at one of their meetings and outline the plan to be followed and the importance and significance of securing these records. Secure the assistance of the school principals in securing these records and ask that one teacher in each school be assigned to the responsibility of helping with this activity.

3. Things to do at the 4-H Club Meeting:

- 1) Locate the teacher and the officers of the club and outline and explain in detail to them the procedure to be followed.
- 2) The agent will explain at the 4-H Club meeting the necessity and the importance of securing this information from every member.
- 3) Distribute the record forms to each member present.
- 4) Outline question by question with the club member, having him insofar as possible complete the form as it is explained.
- 5) Instruct the club members, officers, and teachers how to complete the forms that have not been turned in, and how to make a summary of the records secured from their respective clubs.

(OVER)



- 6) Arrange for a special achievement program and the awarding of Victory certificates during the week of November 1-7.

#### 4. The County Report:

On or before November 1 each county should make a tabulated summary of the reports secured in their respective counties, using the same form as used by the club member. This form should be mailed to the state office not later than November 1, in order that we may include it in our final summary for the state, which must be completed prior to November 7.

#### Suggestions for the 4-H Achievement Program:

- 1) Give it a patriotic appeal.
- 2) The Theme: "4-H Contributes to the War Effort."  
Place: Preferably at a chapel period when all students of club age can attend. Invite the parents.

#### Suggested Plans:

- 1) Decorations in keeping with the program would be appropriate, such as the American flag, the North Carolina flag, the 4-H flag.
- 2) Begin the program by singing "America" followed with the pledge of allegiance to the flag, then the 4-H pledge. A brief statement on the part of the agent as to the purpose for the 4-H Achievement Program, and the necessity for the cooperation of young people in the war effort would be appropriate.
- 3) Recognize teachers and the leaders and the parents for their contributions to the 4-H program during the year.
- 4) In making the awards give a brief summary of the accomplishments of the 4-H Club in this particular school and tell of some of the things they have done in the Victory Program.
- 5) Give special recognition to the 4-H Club members, if any, who are now in the armed services of the country.
- 6) Take advantage of this opportunity to secure new members and to encourage all members to redouble their efforts in helping to win the war.